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ABSTRACT

This book is designed to provide a foundation in the principles of supervision and to serve as a handbook for the day-to-day problems that arise in supervising student employees in academic libraries. Chapters 1-3 describe the role of student employees in the academic library, the role of the student employee supervisor, and basic principles of supervision. Chapter 4 describes how to organize for student employment; it includes student job descriptions and explains why they are needed. Because federal student financial aid is an important part of student employment, information is provided on various federal aid programs in chapter 5. Chapter 6 deals with the hiring of student employees. A thorough discussion of student employee compensation is found in chapter 7. Orientation and training of student employees are discussed in chapter 8 and supervision techniques are described in chapter 9. Chapter 10 provides suggestions for resolving the most common problems encountered by supervisors. Performance appraisal is covered in chapter 11, and employee/employer rights are described in chapter 12. Chapter 13 deals with corrective discipline and termination procedures. The final chapter provides answers to questions commonly asked by new student employee supervisors. Contains a glossary of financial aid terms and acronyms, and an index along with three figures, 5 tables and two testing instruments. (MES)

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